VERMONT OFFICIAL STATE WEBSITE

AGENCY OF HUMAN SERVICES

# Department for Children and Families

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## **FSD POLICIES**

You need Adobe Reader to view the policies below. If you don't have it, download it for <u>free here (http://www.adobe.com/products/acrobat/readstep2.html)</u>.



If you have questions or comments about our policies, please email us at <a href="mailto:AHS.DCFFSDPolicy@vermont.gov">AHS.DCFFSDPolicy@vermont.gov</a>).

The position of Family Services Social Worker was recently changed to Family Services Worker as a result of title protections established through <u>Act 156</u> (<a href="https://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT156/ACT156%">https://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT156/ACT156%</a> 20As%20Enacted.pdf) of 2016. The Family Services Division is in the process of updating its policies to incorporate the change in position titles. All division policies mentioning the term "Social Worker" should be understood to mean "Family Services Worker".

Mission and Outcomes

Policy 11: Mission, Values and Guiding Principles (/sites/dcf/files/FSD/Policies/11.pdf)

Policy

<u>Policy 21: Developing and Reviewing Policy and Practice Guidance</u> (/sites/dcf/files/FSD/Policies/21.pdf)

Case Records

Policy 41: Case Notes (/sites/dcf/files/FSD/Policies/41.pdf)

Policy 42: Random Moment Time Study (/sites/dcf/files/FSD/Policies/42.pdf)

**Child Safety Interventions** 

Policy 50: Child Abuse and Neglect Definitions (/sites/dcf/files/FSD/Policies/50.pdf)

Policy 51: Screening Reports of Child Abuse and Neglect

(/sites/dcf/files/FSD/Policies/51.pdf)

Policy 52: Child Safety Interventions - Investigations and Assessments

(/sites/dcf/files/FSD/Policies/52.pdf)

Policy 53: Investigating Reports of Inadequate Health Care of Infants with Disabilities

(/sites/dcf/files/FSD/Policies/53.pdf)

Policy 54: Investigating Reports of Child Abuse or Neglect in Regulated Facilities

(/sites/dcf/files/FSD/Policies/54.pdf)

Policy 55: Unaccepted Reports on Open Cases (/sites/dcf/files/FSD/Policies/55.pdf)

Policy 56: Substantiating Child Abuse and Neglect (/sites/dcf/files/FSD/Policies/56.pdf)

Policy 57: Risk of Harm-Sexual Abuse Investigations (/sites/dcf/files/FSD/Policies/57.pdf)

Policy 59: Child Protection Teams (/sites/dcf/files/FSD/Policies/59.pdf)

P (/sites/dcf/files/DCF/60.pdf)olicy 60: Juvenile Proceedings Act - CHINS (C) and (D)

Assessments (/sites/dcf/files/FSD/Policies/60.pdf)

Policy 61: Responding to Domestic Violence in Child Safety Interventions

(/sites/dcf/files/FSD/Policies/61.pdf)

Policy 63: Investigating Reports of Methamphetamine Manufacturing and Caretaker

Methamphetamine Abuse (/sites/dcf/files/FSD/Policies/63.pdf)

Policy 64: Baby Safe Havens (/sites/dcf/files/FSD/Policies/64.pdf)

Policy 65: Substance Use Disorder Screening & Drug Testing for Caretakers

(/sites/dcf/files/FSD/Policies/65.pdf)

Policy 66: Interviewing Children in Custody (/sites/dcf/files/FSD/Policies/66.pdf)

Policy 67: Child Fatality and Near Fatality Public Disclosure

(/sites/dcf/files/FSD/Policies/67.pdf)

Policy 68: Serious Physical Injury - Investigation and Case Planning

(/sites/dcf/files/FSD/Policies/68.pdf)

Working with Youth and Families

Policy 69: Family Support Cases - Case Planning, Reassessment, Case Plan Updates, and

Closure (/sites/dcf/files/FSD/Policies/69.pdf)

Policy 70: Frequency and Quality of Social Worker Visits

(/sites/dcf/files/FSD/Policies/70.pdf)

Policy 72: Educational Achievement and Stability for Children and Youth in DCF Custody

(/sites/dcf/files/FSD/Policies/72.pdf)

# FS-72a: Educational Stability Agreement Form (/sites/dcf/files/FSD/Policies/FS-

#### 72a.pdf)

FS-72b: Educational Stability Best Interest Determination (BID) Form

(/sites/dcf/files/FSD/Policies/FS-72b.pdf)

Policy 73: Protective Services Child Care (/sites/dcf/files/FSD/Policies/73.pdf)

Policy 74: Pregnant and Parenting Teens in Custody (/sites/dcf/files/FSD/Policies/74.pdf)

Policy 75: Normalcy and the Reasonable and Prudent Parent Standard (RPPS)

(/sites/dcf/files/FSD/Policies/75.pdf)

Policy 76: Supporting and Affirming LGBTQ Children and Youth

(/sites/dcf/files/FSD/Policies/76.pdf)

Policy 77: Medical Care for Children and Youth in DCF Custody

(/sites/dcf/files/FSD/Policies/77.pdf)

### Working with Youth and Families in Court

Policy 80: Working with Youth and Families in Court - Definitions

(/sites/dcf/files/FSD/Docs/80.pdf)

Policy 81: Voluntary Care (/sites/dcf/files/FSD/Policies/81.pdf)

Policy 82: Juvenile Court Proceedings - CHINS (/sites/dcf/files/FSD/Policies/82.pdf)

Policy 83: Juvenile Court Proceedings - Delinquency (/sites/dcf/files/FSD/Policies/83.pdf)

Policy 84: Conditional Custody Orders (CCOs) (/sites/dcf/files/FSD/Policies/84.pdf)

Policy 85: Minor Guardianships Through the Probate Court

(/sites/dcf/files/FSD/Policies/85.pdf)

Policy 88: Establishing Parentage Through Genetic Testing

(/sites/dcf/files/FSD/Policies/88.pdf)

## Placing Children and Youth

Policy 90: Placement Overview and Definitions (/sites/dcf/files/FSD/Policies/90.pdf)

Policy 91: Kinship Care (/sites/dcf/files/FSD/Policies/91.pdf)

Policy 92: Sharing Resource Families Cross Jurisdictionally

(/sites/dcf/files/FSD/Policies/92.pdf)

Policy 93: Kinship, Foster, and Pre-Adoptive Parent Training

(/sites/dcf/files/FSD/Policies/93.pdf)

Policy 94: Resource Family Care (/sites/dcf/files/FSD/Policies/94.pdf)

Policy 95: Respite Care (/sites/dcf/files/FSD/Policies/95.pdf)

Policy 97: Case Review Committee Referrals (/sites/dcf/files/FSD/Policies/97.pdf)

Policy 98: Reunification of Abused or Neglected Children and Youth (/sites/dcf/files/FSD/Policies/98.pdf)

Eligibility Determination

Policy 111: Title IV-E: Determining Eligibility (/sites/dcf/files/FSD/Policies/111.pdf)

Planning with Children and Families

Policy 121: Notification of Changes for Children and Youth in DCF Custody

(/sites/dcf/files/FSD/Policies/121.pdf)

Policy 122: Case Plan Reviews and Permanency Hearings for Children and Youth in

Custody (/sites/dcf/files/FSD/Policies/122.pdf)

Policy 123: Reviewing Case Plan Decisions (/sites/dcf/files/FSD/Policies/123.pdf)

Policy 124: Family Time (/sites/dcf/files/FSD/Policies/124.pdf)

Policy 125: Permanency Planning for Children and Youth in DCF Custody

(/sites/dcf/files/FSD/Policies/125.pdf)

Policy 126: Reinstatement of Parental Rights (/sites/dcf/files/FSD/Policies/126.pdf)

#### Special Casework Issues

Policy 133: Death of a Child Served by the Division (/sites/dcf/files/FSD/Policies/133.pdf)

Policy 134: Serving Families Affected by HIV (/sites/dcf/files/FSD/Policies/134.pdf)

Policy 135: Intimate Partner Violence (IPV) Practice Framework

(/sites/dcf/files/FSD/Policies/135.pdf)

Policy 136: Body Modification Requests by Youth (/sites/dcf/files/FSD/Policies/136.pdf)

Policy 137: Anti-Psychotic Medications For Children in The Care of DCF

(/sites/dcf/files/FSD/Policies/137.pdf)

Policy 138: Credit Checks for Youth 14 and Older in DCF Custody

(/sites/dcf/files/FSD/Policies/138.pdf)

Policy 140: Standby and Call-In (/sites/dcf/files/FSD/Policies/140.pdf)

## Coordinating with Others

Policy 150: Transportation of Youth in DCF Custody (/sites/dcf/files/FSD/Policies/150.pdf)

Policy 153: Sheriff's Transportation (/sites/dcf/files/FSD/Policies/153.pdf)

Policy 155: Runaway, Abducted and Missing Children & Youth

(/sites/dcf/files/FSD/Policies/155.pdf)

Policy 156: Collaboration with Corrections Staff (/sites/dcf/files/FSD/Policies/156.pdf)

Policy 157: Records and Information Sharing (/sites/dcf/files/FSD/Policies/157.pdf)

Working with Adolescents and Justice-Involved Youth

Policy 160: Supporting Adolescents in DCF Custody (Interim) (/sites/dcf/files/160.pdf)

Policy 161: Youth Assessment and Screening Instument (YASI)

(/sites/dcf/files/FSD/Policies/161.pdf)

Policy 162: Juvenile Probation (/sites/dcf/files/FSD/Docs/162.pdf)

Policy 163: Notifying Victims of Juvenile Delinquency (Interim)

(/sites/dcf/files/FSD/Policies/163.pdf)

Policy 164: Youthful Offender Status (/sites/dcf/files/FSD/Policies/164.pdf)

Policy 165: Sealing of Juvenile Records (/sites/dcf/files/FSD/Policies/165.pdf)

Policy 166: Woodside Admission Procedures-Searches

(/sites/dcf/files/FSD/Policies/166.pdf)

Policy 171: Woodside Admissions (/sites/dcf/files/FSD/Policies/171.pdf)

Policy 171A: Woodside - Certification of Treatment Need

(/sites/dcf/files/FSD/Policies/171A.pdf)

Policy 172: Woodside Short-Term Status/Program - Protecting Due Process Rights

(/sites/dcf/files/FSD/Policies/172.pdf)

Policy 173: Woodside Long-Term Status/Program (/sites/dcf/files/FSD/Policies/173.pdf)

Policy 174: Woodside: Population Management (/sites/dcf/files/FSD/Policies/174.pdf)

Policy 175: Drug Testing Youth (/sites/dcf/files/FSD/Policies/175.pdf)

Policy 177: Woodside Use of Force (/sites/dcf/files/FSD/Policies/177.pdf)

Policy 178: Separation of Victims and Perpetrators at Woodside Juvenile Rehabilitation

Center (/sites/dcf/files/FSD/Policies/178.pdf)

Interstate Compacts

Policy 180: Interstate Placements: Definitions (/sites/dcf/files/FSD/Policies/180.pdf)

Policy 181: Interstate Compact on the Placement of Children

(/sites/dcf/files/FSD/Policies/181.pdf)

Policy 182: Interstate Compact on Juveniles (/sites/dcf/files/FSD/Policies/182.pdf)

Adoption and Guardianship Services

Policy 192: Disclosure of Information Before Adoption Finalization

(/sites/dcf/files/FSD/Policies/192.pdf)

Policy 193: Adoption Subsidy (/sites/dcf/files/FSD/Policies/193.pdf)

Policy 194: Release of Information by the Adoption Registry

(/sites/dcf/files/FSD/Policies/194.pdf)

Policy 195: Guardianship Assistance Program (/sites/dcf/files/FSD/Policies/195.pdf)

Policy 196: Post-Adoption Contact Agreements (/sites/dcf/files/FSD/Policies/196.pdf)

Supervision and Training

Policy 201: Supervision of Social Work Staff & Social Work Supervisors

(/sites/dcf/files/FSD/Policies/201.pdf)

**Transferring Cases** 

Policy 211: Transfers Between District Offices (/sites/dcf/files/FSD/Policies/211.pdf)

Residential Licensing and Special Investigations (RLSI)

Policy 220: Residential Licensing: Definitions (/sites/dcf/files/FSD/Policies/220.pdf)

Policy 221: Licensing and Review of Foster Family Homes

(/sites/dcf/files/FSD/Policies/221.pdf)

Policy 222: Background Checks: Family Foster Care, Kinship Care and Adoption

(/sites/dcf/files/FSD/Policies/222.pdf)

Policy 223: Family Foster Care: Exceeding License Capacity

(/sites/dcf/files/FSD/Policies/223.pdf)

Policy 224: Child Care by Resource Families (/sites/dcf/files/FSD/Policies/224.pdf)

Policy 225: Fire Safety in Foster Homes (/sites/dcf/files/FSD/Policies/225.pdf)

Policy 231: Licensing Child Placing Agencies (/sites/dcf/files/FSD/Policies/231.pdf)

Policy-233: Variances for Agency-Approved Foster Homes

(/sites/dcf/files/FSD/Policies/233.pdf)

Policy 241: Licensing Residential Treatment Programs and Regulatory Interventions

(/sites/dcf/files/FSD/Policies/241.pdf)

Staff Safety, Well-Being and Resiliency

Policy 250: Staff Safety (/sites/dcf/files/FSD/Policies/250.pdf)

Policy 251: HOPE (Helping Our Peers Excel) Team (/sites/dcf/files/FSD/Policies/251.pdf)

Administrative Issues

Policy 262: Conflict of Interest (/sites/dcf/files/FSD/Policies/262.pdf)

Policy 264: Responding to Incidents (/sites/dcf/files/FSD/Policies/264.pdf)

Policy 265: Complaints (/sites/dcf/files/FSD/Policies/265.pdf)

Policy 266: Imprest Cash (/sites/dcf/files/FSD/Policies/266.pdf)

Policy 267: Vendor Authorizations (/sites/dcf/files/FSD/Policies/267.pdf)

Policy 268: Foster Parent Reimbursement (/sites/dcf/files/FSD/Policies/268.pdf)

Policy 269: Second Hand Smoke (/sites/dcf/files/FSD/Policies/269.pdf)

#### Federal Assurances

Policy 300: Title IV-E Program (/sites/dcf/files/FSD/Policies/300.pdf)

Policy 301: Civil Right's Methods of Administration (/sites/dcf/files/FSD/Policies/301.pdf)

Policy 305: Prison Rape Elimination Act (PREA) Data Collection, Review, and Reporting

(/sites/dcf/files/FSD/Policies/305.pdf)

#### **Appendices**

Appendix 1: Summary of Requirements for Legal Documents/Reports

(/sites/dcf/files/FSD/Policies/appendix1.pdf)

Appendix 2: Format for Investigative Report: Child Protective Services And Unmanageable

Youth (/sites/dcf/files/FSD/Policies/appendix2.pdf)

Appendix 3: Track Assignment Guidance (/sites/dcf/files/FSD/Policies/Appendix3.pdf)

Appendix 5: Filing Order (6 part): Child Protective Services and Juvenile Services

(/sites/dcf/files/FSD/Policies/appendix5.pdf)

Appendix 5b: Filing Order (8 part): Child Protective Services and Juvenile Services

(/sites/dcf/files/FSD/Policies/appendix5b.pdf)

Appendix 6: Format for Adoption Finalization Report

(/sites/dcf/files/FSD/Policies/appendix6.pdf)

Appendix 7a: Chapter 49 - Child Welfare Services

(http://legislature.vermont.gov/statutes/chapter/33/049)

Appendix 7b: Chapter 51-General Provisions

(http://legislature.vermont.gov/statutes/chapter/33/051)

Appendix 7c: Chapter 52 - Delinquency Proceedings

(http://legislature.vermont.gov/statutes/chapter/33/052)

Appendix 7d: Chapter 53 - Children in Need of Care or Supervision

(http://legislature.vermont.gov/statutes/chapter/33/053)

Appendix 9: The UNCOPE (/sites/dcf/files/FSD/Policies/appendix9.pdf)

Appendix 10: Protocol for Conducting Child Abuse Investigations When Domestic Violence

and Child Abuse/Neglect Co-occur (/sites/dcf/files/FSD/Policies/appendix10.pdf)

Appendix 11: Response to Critical Incidents (/sites/dcf/files/FSD/Policies/Appendix%

2011.pdf)

Appendix 12: Response to Staff Safety Incidents

(/sites/dcf/files/FSD/Policies/Appendix12.pdf)

Appendix 165a: Sealed Record Objection (Form)

(/sites/dcf/files/FSD/Policies/appendix165a.pdf)

Appendix 165b: Motion to Unseal a Sealed Record (Form)

(/sites/dcf/files/FSD/Policies/appendix165b.pdf)

Appendix FS 300: Consent to Release Results of Client Drug Testing (Form)

(/sites/dcf/files/FSD/Policies/FS300b.pdf)

#### Act 60 (formerly S.9)

(http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT060/ACT060% 20As%20Enacted.pdf) resulted in some changes to the work of FSD, including changes to mandated reporting procedures and some child abuse and neglect definitions. Wherever current policies or rules are in conflict with Act 60, Act 60 controls. FSD is updating its policies and proposing revised regulations to incorporate the provisions of this new law.

Family Services Division (FSD)

**Deputy Commissioner Karen Shea** 

DCF - Family Services Division

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#### **FSD Services**

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**Child Protection** 

Foster a Child

VT Adoption Registry

Youth Justice

# Quick Links

**BARJ Programs** 

**Child Protection Reports** 

Mandated Reporting

Report Child Abuse

Services for Youth

**Woodside**